# Keeping in touch with Us – Example Form 2

The Bishops’ Conference of Scotland, including all its agencies and commissions, is committed to ensuring that information we hold about individuals is properly and securely managed in accordance with legal requirements on data protection and direct marketing.

Please complete this form and return it to us if you would like to give your consent to the agency holding and processing your personal data for particular purposes.

**My name is**: ……………………………………………………………………………………………….

I consent to the BCOS contacting me to keep me informed about news, events, fundraising and activities of [insert agency name] in Scotland.

I consent to the [insert agency name] including my details in the [circulated to members, newsletters].

I consent to the [insert agency name] sharing my contact details with [insert who you wish to share peoples information with] so that they can keep me informed about news, events and activities.

You do not have to consent to any or all the above purposes. Please only tick the boxes you want to. Where you do not give us consent, we will not be able to use your personal data (for example, to let you know about forthcoming services and events) except in certain limited situations, such as where we are required to do so by law.

You can find out more about how we use your data from our Privacy Notice which is available at the Bishops’ Conference of Scotland’s Website

I would like to be contacted by:

Post Address:……………………………………………………………….

Phone Number: ………………………………………………………………

Email Address: …………………………………………………………………………………….

You can unsubscribe from our communications at any time either by clicking on the unsubscribe link at the bottom of our emails or by contacting [Persons name] by email at [email address] or by telephone on [telephone number].

Signed: …………………………………………………………… Date: …………………………..

You can withdraw or change your consent at any time by contacting [person’s name at ADDRESS] or by email at [email address]. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required or permitted by law. This will not affect any personal data that has already been processed prior to that point.